

**River Forest Public Library
Finance Committee Meeting
MINUTES**

Thursday, January 13th, at 12:00 PM

Present: Committee members Cathy Ruggeri, Deborah Hill, and Tom Smedinghoff (attending remotely). RFPL Director Emily Compton (attending remotely), and Operations Manager Katie Cangelosi.

Call to Order: Trustee Smedinghoff called the meeting to order at 12:00pm.

Minutes: Trustee Smedinghoff asked for the final bullet point of the minutes for the discussion regarding the Capital Improvement Fund transfer to include: "The Committee decided to recommend the transfer of \$8,894 and \$161,274, to be split into two transfers with the first transfer in the amount of \$88,894 to be made after Board approval at the November meeting and the remaining balance to be transferred in the spring." The minutes were approved with this amendment.

New Business:

A. Corrected May-October Revenue and Expense Reports

- a. Trustee Smedinghoff asked if correcting the revenue and expense reports would be a regular practice. Director Compton replied that these reports are a one-time correction due to several impacting factors during these months including: the audit's adjusting journal entries and upgrading the bookkeeping software.
- b. Trustee Ruggeri noted an error on the October expense report to be corrected for the January Board Meeting.

B. Review November & December Financials

- a. Trustee Ruggeri asked whether there is an estimate on the Replacement Tax the Library will receive throughout the remaining fiscal year. Ms. Cangelosi does not have an estimate, and nor did contacts at the Village of River Forest.
- b. Director Compton reported that spending on Collections is lower than expected due to pandemic impacts and staff shortages.
- c. Trustee Ruggeri asked if the Library may need to consider decreasing the medical insurance budget line for the next fiscal year. Ms. Cangelosi replied that there are two additional staff who have recently elected to join the Library's medical insurance, who hadn't already opted in, so a reduction is unlikely.
- d. The Finance Committee discussed whether legal fees for the air handler project and negotiation of the Library lease should be classified as operating expenses or capital expenses. It was agreed that these legal fees should be capital expenses and so payments from November onward will be adjusted accordingly.
- e. The Finance Committee asked if the Village of River Forest returned any of the \$7,500 escrow deposit. Director Compton will reach out to the Village and ask for an update.
- f. Trustee Ruggeri asked about the Byline Bank service charge of \$39.30. Ms. Cangelosi will work with Byline to get this charge refunded.

C. Zabinski Consulting Memo

- a. Trustee Ruggeri asked if the Capital Reserve Transfer should have been captured in the November balance sheet or the December balance sheet. Ms. Cangelosi will reverse the transfer from the November balance sheet before the January Board meeting.
- b. Trustee Ruggeri asked how the Net Income is calculated. Ms. Cangelosi replied this amount is Fiscal Year to Date Revenues minus Expenses, and includes in the calculation the \$75,923.37 of property taxes that the auditors had adjusted to the FY 20-21 as well as capital expenses.
- c. Trustee Ruggeri asked whether the Accounts Payable line will be adjusted each month. Ms. Cangelosi replied that this is another static line impacted by the auditor's adjusting journal entries. Ms. Cangelosi will reach out to Kelly Zabinski to see if a short paragraph about this line item can be included in the memo before it is distributed in the January Board packet.

D. CDARS maturity of 1/27 & 2/10

- a. The Finance Committee discussed and agreed to place each of the two maturing CDARS accounts back into a 6-month CD at an interest rate of .05%.

E. FY 22-23 first budget draft memo

- a. Director Compton presented the first budget draft memo to the Finance Committee. Director Compton also reported that the released CPI increase was 7%.
- b. The Committee agreed to meet on February 8th at 4pm to discuss the budget draft and asked to have footnotes included for the discussion. The Finance Committee also clarified a budget discussion timeline:
 - i. February 8th – The Finance Committee meets to discuss the draft of the budget.
 - ii. February 15th – The budget draft will be presented at the Regular Board Meeting.
 - iii. March 15th – The final budget will be approved at the Regular Board Meeting. Any budget amendments for FY 21-22 also will be discussed and approved. Once approved the final budget for FY 22-23 and budget amendments for FY 21-22 will be sent to the Village of River Forest.

F. Budget data trends

- a. The Committee tabled this discussion for the next meeting on February 8th at 4pm.

Next Meeting: Tuesday, February 8th, at 4:00pm

Adjournment: Trustee Ruggeri moved to adjourn the meeting at 1:04 pm, seconded by President Hill.